

# Settlement Agreements

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## Purpose

To provide guidance on handling settlement agreements.

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## Definition

An agreement resulting from a grievance, MSPB, FLRA, EEO complaint, or litigation that results in corrections to an employees personnel records or salary payments. This does not include lump sum cash payments processed by Financial Management.

## Mint HR Labor Relations

| Step | Action   |
|------|--|
| 1    | Provides copy of signed settlement agreement to the ARC HR Processing Operations Branch. |

## ARC HR Processing

| Step | Action  |
|------|---|
| 2    | Settlement agreement is forwarded to ARC HR coordinator who: <ul style="list-style-type: none"><li>• Reviews agreement</li><li>• Decides what steps need to be taken to satisfy agreement.</li><li>• Annotates steps to be taken</li><li>• Forwards to the ARC HR Assistant for processing</li><li>• Monitors timeframes.</li></ul> |
| 3    | ARC HR Assistant: <ul style="list-style-type: none"><li>• Process correction/cancellations in HR Connect and NFC</li><li>• Request any necessary back pay and interest payments or establish bills.</li><li>• Monitor NFC for completed action.</li></ul>   |
| 4    | ARC HR Coordinator: <ul style="list-style-type: none"><li>• Monitors completion of necessary action.</li><li>• Assures that any required documentation is forwarded to the appropriate parties involved.</li></ul>  |
| 5    | ARC HR Assistant: <ul style="list-style-type: none"><li>• Documents OPF with the corrected SF-50's</li><li>• Ensures cancelled actions have been removed.</li><li>• Forwards copies of SF-50's to the employee.</li></ul>   |

## For more information from ARC HR Staff

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